



DEPARTMENT OF PERSONNEL
EMPLOYEE APPRAISAL & DEVELOPMENT REPORT

1. Employee Name: Last Click Here First Tab Here Initial Tab Here

2. Class Title: Tab Here

3. Social Security #: Tab Here

4. Dept/Div/Section: Tab Here

5. Date Evaluation Due: Tab Here

6. Agency # (3 digits): Tab Here **Home Org #** (4 digits): Tab Here **Position Control #:** Tab Here

7. Date Next Evaluation Due: Tab Here

8. Probationary/Trial Period (click one):

Permanent (click one):

6 month Probation/Trial: ☐ 2nd month ☐ 5th month ☐ Other

12 month Probation/Trial: ☐ 3rd month ☐ 7th month ☐ 11th month ☐ Other

☐ Annual ☐ Other

9. Work Performance Standards: ☐ are an accurate reflection of the position ☐ will be revised to reflect changes

10. Overall Rating from Page 2, Number 14 (click one):

☐ Does Not Meet Standards

☐ Meets Standards

☐ Exceeds Standards

If an overall rating of "Does Not Meet Standards" is given, another evaluation must be completed within 90 days. The rating may affect adjustments in salary based on merit (NAC 284.194) and longevity pay (NAC 284.270).

Rater's Signature & Title:

Date: (mm/dd/yy)

11. Employee Comments: (NAC 284.470 requires that you complete this section and sign the report on performance within 10 working days after discussion with your supervisor. If you disagree with the report and request a review, you must specify the points of disagreement.) ☐ Agree ☐ Disagree ☐ Request Review

Employee's Signature:

Date: (mm/dd/yy)

12. Reviewing Officer Review: ☐ Agree ☐ Disagree (Comment Required)

Reviewing Officer's Signature & Title:

Date: (mm/dd/yy)

13. Appointing Authority Review: ☐ Agree ☐ Disagree (Comment Required)

Appointing Authority's Signature & Title:

Date: (mm/dd/yy)

Distribution: Original to Department of Personnel; Copy to Agency; Copy to Employee; Copy to Supervisor

Employee Appraisal & Development Report – Page 2

Employee Name: (Last) Tab Here	(First) Tab Here	(Initial) Tab Here	
Social Security #: Tab Here			
14. Job Elements (Transfer from Employee Work Performance Standards form and provide a numerical rating of 1 = DMS; 2 = MS; or 3 = ES for each job element in column (A).)	(A) Rating	(B) Weighted Value	(C) Weighted Rating
Job Element #1: Tab Here	Tab Here	Tab Here	Tab Here
Job Element #2: Tab Here	Tab Here	Tab Here	Tab Here
Job Element #3: Tab Here	Tab Here	Tab Here	Tab Here
Job Element #4: Tab Here	Tab Here	Tab Here	Tab Here
Job Element #5: Tab Here	Tab Here	Tab Here	Tab Here
Job Element #6: Tab Here	Tab Here	Tab Here	Tab Here
Job Element #7: Tab Here	Tab Here	Tab Here	Tab Here
Job Element #8: Tab Here	Tab Here	Tab Here	Tab Here
Overall Rating (Scale: 1 to 1.50 = DMS; 1.51 to 2.50 = MS; 2.51 to 3 = ES) (A “does not meet standards” rating may affect adjustments based on merit (NAC 284.194) and longevity pay (NAC 284.270). Another evaluation must be completed within 90 days (NRS 284.340).)	Tab Here	X	Tab Here
15. Rater's Comments: (A “does not meet standards” rating for any job element <u>must</u> include a detailed explanation of the deficiencies.) Tab Here			
16. Development Plan & Suggestions: (The supervisor addresses how the employee can enhance performance and achieve standards; indicates recommendation for further development and training. This section should be discussed with the employee.) Tab Here			

Distribution: Original to Department of Personnel; Copy to Agency; Copy to Employee; Copy to Supervisor